



NATIONAL AUTOMOTIVE TESTING & R&D INFRASTRUCTURE PROJECT

Applications for Director – Finance & Administration on Deputation

National Automotive Testing and R&D Infrastructure Project (NATRIP) is the largest and most important initiative for development and upgradation of automotive testing, homologation and infrastructure facilities in the country with an investment of Rs. 2288 crore across seven locations. Applications are invited from eligible Government Officers belonging to organized Accounts Services/ Cost and work services for filling up the post of Director (Finance & Administration)- NATRIP (Pay band of Rs.37400-67000/- with the Grade Pay of 8700/-). The expected period of deputation is likely to be two years. Details of the post, eligibility criteria and application form can be seen/ downloaded from website www.natrip.in, www.dhi.nic.in, www.persmin.nic.in.

Application forms duly forwarded by the cadre controlling authority complete in all respects should be sent to 'Sr. Administrative Officer Incharge' at the address given below. **The last date of submitting the application is 03rd February 2013.**

Corporate Office: NATRIP, NBCC Place, 3rd Floor, South Tower, Bhishma Pitamah Marg,
Pragati Vihar, Lodhi Road, New Delhi - 110003.

Phone: 011-49215555; Website: www.natrip.in

Details for the post of Director (Finance & Administration)

Pay Scale: 37400-67000 with grade pay of Rs. 8700

Designation: Director (Finance & Administration)

Location: New Delhi

Nature of Appointment:

1. Deputation from Central organised Audit and Accounts/ Civil and Accounts/ Cost Accounts services (Group-A) of State or Central Government.
2. The applicant should be on analogous post or with grade pay of Rs. 8700 with four years of service.

Tenure of Appointment:

The period of Deputation is two years.

Job Responsibility

1. Assisting the Chief Executive Officer & Project Director in all Financial, human resource and administration matters.
2. Rendering financial advice to the management on all transactions of the Society in terms of rules and regulations of NATIS and rules and regulations of the Government of India, in so far as they are applicable to NATIS.
3. Overall financial management of the Society and accounting functions including payroll, budget, banking treasury function, payments, tax remittances etc.
4. Day to day management of income and expenditure.
5. Financial planning including cash flow as well as fund flows.
6. Analysis and review of balance sheets and other financial accounting statements.
7. Preparations of various MIS reports on all aspects of the finance and accounts work.
8. Install and manage an effective internal oversight system over the functioning of the society and report the internal audit findings to the management.
9. Satisfactorily conclude statutory audits & C & A.G's audit.
10. Human Resource Management in the Society including planning, recruitment, training and performance management.
11. Overall administration of the corporate office and site offices of the Society.

Desirable Qualification

1. B.Com/M.B.A/CA/ICWA/CIA in finance & Human Resource management with good academic record from recognised university/institute or equivalent.

Age Limit and Experience

1. Not above 52 years
2. At least 12 years of experience and should be a member of of the Indian Audit & Accounts Service or from any organised Central Accounts Services (GP-A), preferably with experience of financial management treasury management, accounting, internal and external audit, office administration and human resource management.
3. Should be familiar with Governmental functioning for liaison and coordination.

NOTE: Last date of receiving applications is extended to 3rd February 2013.

APPLICATION FORM

Annexure 1

Name of the post: Director (Finance & Admin.)

Please affix recent self attested photograph of self

Empty rectangular box for affixing photograph.

Signature of Candidate

1. CANDIDATE'S NAME in capital letters (in English)

Grid for writing candidate's name.

2. Father's Name in capital letters (in English)

Grid for writing father's name.

3. Date of Birth:

Form for Date of Birth with fields for Date, Month, and Year.

4. Age: as on date of publication of vacancy

Form for Age with fields for Years, Months, and Days.

5. Gender:

Form for Gender with options for Male and Female.

6. Nationality:

Form for Nationality with options for Indian and Other.

7. Write complete mailing address, in block letters:-

Large text area for mailing address, email ID, and telephone/mobile number.

8. Educational/Professional Qualification in reverse chronological order from 10th std. onwards:-

Table with 4 columns: Educational / Professional Qualification, Year of Passing, Division, Name of Board/ University.

9. Any other higher Qualification, please specify

10. Computer literacy: Yes/No

11. Languages known:

12. Experience: - (A brief bio-data is enclosed)

Sr. No.	Designation & Place of Posting	Brief listing of responsibilities	From	To	Duration (No. of years)	Please specify whether Auto-related or other; cadre or on deputation.
1						
2						
3						
4						
5						
6						

13. Present Designation, Place of Posting and Office Address:-

14. Present Scale of Pay and date of grant :-

15. Details of awards, if any:-

16. Details of past penalties/warnings, if any:-

17. Self Certification and Declaration: I hereby certify and declare that:-

- All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection, my candidature may be cancelled and action can be taken against me.
- I have read the provisions in advertisement carefully and I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.
- I certify that there is no vigilance or any disciplinary proceedings pending against me.

Place:

Date:

SIGNATURE OF THE CANDIDATE
(UNSIGNED APPLICATION WILL BE REJECTED)

Forwarded by the Controlling Officer

(NOC and Verification of the details by the Cadre controlling authority)

The Cadre controlling authority hereby gives its No Objection to Shri/Smt/Ms.....for applying and being considered against the vacancy of Director- Infrastructure, NATRIP. Further, it is hereby certified that in the event of the officer being selected for the said post, he/she shall be spared and relieved for taking up the assignment on deputation basis. In addition, the particulars furnished by the candidate as above are certified as being correct and true as per official records. It is also certified that there is no vigilance case or any disciplinary proceedings pending against the official. Past record of the officer as well as details of ACRs for the past five years along with the attested copies of the same are also being enclosed.

Signature & Designation of the Cadre Controlling Authority
Telephone Number:
Office Seal:

PAST RECORD OF THE OFFICIAL
(TO BE FILLED IN BY THE CADRE CONTROLLING AUTHORITY)

1. Details of awards received by the officer, if any:-
2. Details of past disciplinary action/vigilance cases against the official, if any:-
3. Summary of ACRs for the past 5 years:-

Year	Overall Grading	Remarks, if any

The photocopy of the above mentioned ACRs should be duly authenticated and enclosed with the application form.

Signature & Designation of the Cadre Controlling Authority:
Telephone Number:
Office Seal: